



**COBO CENTER  
EVENT MISCELLANEOUS CHARGES LIST**

<b>LIMITED ACCESS ROOM KEYS</b> (all rooms except Exhibit Halls and Grand Riverview Ballroom)	
Keys/Cards (4 per room)	\$25 per room
Additional Keys/Cards	\$10 each

<b>RISERS/STAGING/BLEACHER SEATING</b> (including equipment delivery, one set up and removal)	
Risers per 4'x8' section in Exhibit Hall (16" or 24" height)	\$60/riser
Risers per 4'x8' section in meeting rooms (additional quantities)	\$60/riser**
Staging per 4'x8' section (32", 36", 48" height)	\$60/riser
Elevated Seating (each 15'x30' section w/70 Chairs)	\$500/section

\*\*See the chart on the last page for approved quantities of risers at no cost in meeting rooms.

<b>OTHER EQUIPMENT</b>	
Chairs (non-padded) in Exhibit Halls/Concourse	\$6/event
Chrome Chairs in Exhibit Halls/Concourse	\$10/event
8' long table, round tables in Exhibit Halls/Concourse	\$15/event
Lectern in Exhibit Halls/Concourse	\$75/event
Grand Piano	\$300/event

**DANCE FLOOR:**

No charge for up to a 28'x 28' dance floor when used for a fully catered dinner-dance in carpeted rooms. Use for other events or additional dance floor sections if approved and available in our inventory will be charged at \$10.00 per section. If rented by Cobo Center from outside source the charge will be rental cost plus \$5.00 per section.

**INTERNET:**

Wired internet service is available in all meeting rooms and exhibit halls. The cost will depend upon the type of service ordered. Please ask your Event Manager for the sample internet service form.

**MICROPHONES:**

For single room events only, we can provide a corded microphone (hooked up to built-in house sound) for \$35.00

Please use services of our preferred AV vendor for all AV needs.

<b>PHONES</b>	
Phone instruments Single line (phone service to be ordered from AT&T)	\$25 per event
VOIP for Show management only (limited quantities available)	\$250 per event

<b>PARTITION WALL</b> (Raised and lowered once for move in /move out at no charge)	
Lift Wall (exhibit hall) one or more panels	\$300/move
Partition Wall-Halls B and C	\$400/move
Partition Wall-Hall A (west end)	\$400/move
Hall A (whole wall)	\$800/move
Partition wall (meeting rooms)	\$60/move



<b>ROOM CHANGE OVER:</b>	
Exhibit Hall (Halls A, B, C, D, E)	\$3000 per hall
Hall E (each section)	\$1000
Grand Riverview Ballroom A or B	\$1500
Grand Riverview Ballroom A and B (Combined)	\$3000
Meeting Room: Up to 999 sq. ft	\$100
1000 to 2,499 sq. ft	\$200
2500 to 4,999 sq. ft.	\$400
5000 to 8000 sq. ft	\$600

Room straightening (in between sessions): **25% room change charge**

NO FEE SHALL BE CHARGED FOR CHANGOVERS IN MEETING ROOMS, GRAND RIVERVIEW BALLROOM, TO ACCOMMODATE FULLY CATERED MEAL FUNCTIONS ( **TO QUALIFY MINIMUM CATERING GUARANTEE MUST BE HALF THE LISTED CAPACITY OF THE ROOM**).

RESET CHARGES WILL APPLY TO RESET BACK TO MEETING SET UP.

**CHECK WITH EVENT SERVICES STAFF FOR RESTRICTIONS AND MINIMUM TIME REQUIRED FOR SET UP CHANGE.**

<b>EXHIBIT HALL LIGHTING</b>		
<b>Lighting Level</b>	<b>Non Event Rental days (Move in/out)</b>	<b>Event/Show Days Last Move In day</b>
Work level	No Charge	No Charge
Show low level	No Charge- (last day of move in)	No Charge
Show high level	\$50/bay/day or \$400/hall/day	No Charge
Maximum level	\$75/bay/day plus W-\$500 /M,O-\$600/D-\$800	\$50/bay/day or \$400/hall/day
Q250 only **	\$50/bay/day or \$400/hall/day	No Charge
Work + Q250	Same as above	No Charge
Show low + Q250	Same as above	No Charge
Show high +Q250	\$100/bay/day or \$800/hall/day	\$50/bay/day or \$400/hall/day
Max + Q250	Not available	\$600/hall/day

**\*\* Q250 lights are not available in Hall A.**

**Please note that individual light fixtures cannot be turned on/off. If this is required our Exclusive Electrical Contractor may be able to assist at an additional cost.**



**APPROVED QUANTITIES OF RISERS AT NO COST IN ROOMS:**

The following quantities are approved at no charge for meeting rooms when used for stages. Risers/staging required for runways etc. will be at the prevailing rates. Additional quantities of risers may be provided when used for Head tables during fully catered events.

<b><u>Up to 1500 Sq. Ft. = NO Risers Included</u></b>	<b><u>1501 Sq. Ft. – 7600 Sq. Ft. = 6 Risers Included</u></b>	<b><u>7601 Sq. Ft. and above = 12 Risers Included</u></b>
110-116B (Single or Combined)	140A–G (Combined)	Grand Riverview Ballroom A or B (When combined 24 risers are included)
142A – 142B (Single)	141	310AB (Combined)
250C, 251C, 252B (Single)	142A-C (Combined)	330AB (Combined)
311A-313B	250A-C (Combined)	410AB (Combined)
331A-341 (Single or Combined)	251A-C (Combined)	420AB (Combined)
353-359	252AB (Combined)	430AB (Combined)
411A-C (Single)	310A-310B	
412A-415B (Single or Combined)	320,321	
	330A-330B	
	360	
	410A-410B	
	411A-C (Combined)	
	420A,420B	
	430A,430B	

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